

*Martin O'Malley, Governor*  
*Anthony G. Brown, Lt. Governor*

**2013**

# **Governor's Office on Service and Volunteerism**

## **Maryland AmeriCorps Concept Paper Instructions**



**2013 AmeriCorps State Formula  
Program Operating Grants  
(New Applicants Only)**

**Concept Papers are due via email:  
February 28, 2013 – 5:00 pm EST**

## TABLE OF CONTENTS

Introduction to AmeriCorps .....	3
Overview of the Maryland Governor's Office on Service and Volunteerism (GOSV) .....	4
Funding Opportunity Overview .....	5
National Priority Funding Areas .....	7
Timeline for 2013 Maryland AmeriCorps State Formula Grant Process .....	9
Concept Paper Development Tips .....	10
Additional References .....	11
 <b><i>Maryland AmeriCorps Funding Concept Paper Instructions - All Elements Required:</i></b>	
I. Cover Sheet.....	12
II. Narratives .....	13
A. Community Need/Problem .....	13
B. AmeriCorps Member Service/Solution .....	13
C. Program Management .....	13
D. Organizational Capability .....	13
E. Organizational Track Record .....	13
III. Performance Management Worksheet.....	14
IV. Budget Worksheet .....	16
V. Organizational Chart .....	18
VI. Acknowledgement of Terms.....	18

## INTRODUCTION TO AMERICORPS

AmeriCorps is a program of the Corporation for National and Community Service (called the Corporation or CNCS), an independent federal agency. The mission of the Corporation is to improve lives, strengthen communities, and foster civic participation through service and volunteering. For more than 18 years, the Corporation — through its Senior Corps, AmeriCorps, and Learn and Serve America programs — has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

Through its grant-making efforts and support of traditional volunteerism, the Corporation:

- Directs the power of national service to solve a common set of challenges;
- Expands opportunities for all Americans to serve;
- Builds the enduring capacity of individuals, organizations, and communities to effectively use service and volunteering to solve community problems; and
- Embraces innovative solutions that work.

In order to maximize the impact of the investment in national service, the Corporation is focused on funding programs that can demonstrate an evidence-based approach to creating community impact and solving community problems. Applicants for AmeriCorps funding must demonstrate a well-researched need within the community, a sound plan to engage AmeriCorps members in meeting the community need, and the ability to design and implement effective evaluation systems to capture the outcomes of the AmeriCorps program and members' service.

AmeriCorps grants are awarded to eligible organizations to recruit, train, and manage AmeriCorps members during a defined term of service. An AmeriCorps member is an individual who is enrolled in an approved national service position and engages in community service. Members may receive a living allowance and other benefits while serving, and AmeriCorps positions may be full-time, part-time, or less than part-time. Upon successful completion of their service members may receive a Segal AmeriCorps Education Award from the National Service Trust.

The Corporation administers AmeriCorps funding through a network of State Service Commissions. These commissions review grant applications, select grant recipients for state funding or national competition, and monitor grant activities. The information in this document addresses AmeriCorps State funding in Maryland. The Maryland Service Commission is the Governor's Office on Service and Volunteerism (GOSV).

Extensive information about AmeriCorps, as well as details on all other funding and activities at the Corporation, may be found at [www.nationalservice.gov](http://www.nationalservice.gov).

# **MARYLAND GOVERNOR'S OFFICE ON SERVICE AND VOLUNTEERISM**

The Governor's Office on Service and Volunteerism (GOSV) funds and supports volunteer service efforts that engage all Marylanders to strengthen our communities. Through the combined efforts of supporting traditional volunteerism and funding national service AmeriCorps programs, the GOSV provides solutions to Maryland's most pressing needs in the areas of disaster services, education, environmental awareness, healthy futures, economic opportunity, and veterans and military families.

## **Funding for National Service Programs**

The GOSV is the State Service Commission for the national service AmeriCorps program. The office works with the Maryland Governor's Commission on Service and Volunteerism to review grant applications, complete grant selection, and administer all awards for AmeriCorps State funding each year. *In the 2011 – 2012 grant year, the GOSV funded 14 AmeriCorps programs and one planning grant for nearly \$5 million dollars in federal funds.*

## **Governor's Commission on Service and Volunteerism**

The Governor's Commission on Service and Volunteerism was created to review and approve all AmeriCorps State funding in Maryland and to serve as a body of ambassadors for service and volunteerism in local communities. The Governor-appointed bi-partisan commission also assists in the development and implementation of a three-year strategic plan for service which sets funding and program priorities for allocation of AmeriCorps funds and promotes volunteerism and community service broadly.

## **Volunteer Recognition for Maryland's Citizens**

The Governor's Office has a long tradition of investing in and celebrating the myriad of community services provided by all citizens. The GOSV provides a variety of opportunities for schools, community organizations, businesses, faith-based organizations, and nonprofits to honor the contributions of local volunteers. From certificates for service to state-wide events such as the annual Governor's Appreciation Day at the Maryland State Fair, the GOSV serves as the voice of thanks for all of the dedicated volunteers across Maryland.

Additional information about national service AmeriCorps funding in Maryland, as well as details on all other funding and activities at the GOSV, may be found at [GOSV.maryland.gov](http://GOSV.maryland.gov).

## FUNDING OPPORTUNITY OVERVIEW

**State Agency Name:** Governor's Office on Service and Volunteerism (GOSV)

**Department:** Executive

**Instrument Type:** Grant Concept Paper Instructions

**Funding Opportunity Title:** 2013 AmeriCorps State Formula Funding

**Posted Date:** January 1, 2013

**Concept Paper Deadline:** February 28, 2013, 5:00 pm EST

**Concept Paper Notification:** The GOSV will announce the results of the AmeriCorps Concept Paper review no later than March 7, 2013. Successful applicants will be invited to submit a full AmeriCorps State Formula Grant Application.

**Proposed Grant Period:** September 1, 2013 – August 31, 2014

**Estimated Total Program Funding:** Dependent on FY13 federal funding; in the last grant cycle, program funding awarded ranged from \$133,000 to \$686,222.

**Maximum Allowable AmeriCorps Funds Requested:** No limit per applicant; in general, a new program applicant would not be approved for more than 50 AmeriCorps member positions.

**Minimum Required AmeriCorps Positions:** 10 MSYs\* minimum required

**Matching Requirement:** Overall match rate which starts at 24% for first three years of grant and annually increases as outlined in the AmeriCorps Regulations (§2521.60).

**Minimum Living Allowance for Full-time AmeriCorps Members:** \$12,100

**Maximum Federal Cost per Member Service Year (MSY):** \$13,300

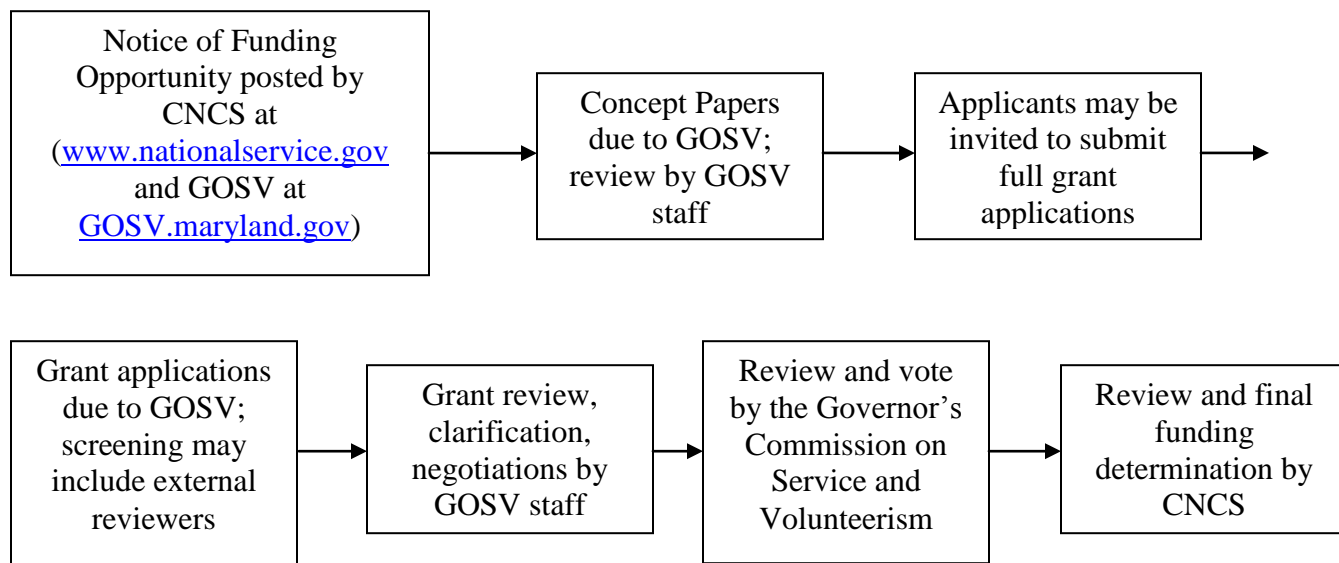
**\*One MSY is equal to 1,700 AmeriCorps member service hours served over the course of the Grant Period (this is roughly equivalent to a full-time position for one year).**

**Eligible Applicants:** Public or private nonprofit organizations, including labor organizations; faith-based and other community organizations; schools or school districts; institutions of higher education; government entities within states or territories (e.g., cities, counties); Indian Tribes; or partnerships or consortia of the above, including applicants that have never received funding from GOSV or AmeriCorps are eligible to apply. Intermediary organizations intending to re-allocate resources locally are also encouraged to apply for grants. Any organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501(c)(4) that engages in lobbying activities is not eligible to apply, serve as a host site for member placements, or act in any type of supervisory role in AmeriCorps programs. An organization that currently operates a CNCS-funded program or is applying for other Corporation funding is an eligible applicant. The same project cannot be funded by multiple AmeriCorps grants.

**AmeriCorps Funding Cycles:** The GOSV has two AmeriCorps grant cycles each year. The first is the National Competition and occurs in the fall. Applicants for this funding must be approved by the GOSV and then compete against hundreds of other programs across the country. The second funding cycle is called the Formula Competition; this cycle occurs in the spring. Applicants for the Formula Competition will also be selected by the GOSV, but they will not need to compete at the national level. The grant cycles include several levels of review and may involve external Peer Reviewers. Details of each grant cycle will be posted on the GOSV's website ([GOSV.maryland.gov](http://GOSV.maryland.gov); Available Funding tab). The AmeriCorps funding cycles occur

each year and are entirely subject to the appropriation and availability of federal AmeriCorps funds for the Corporation for National and Community Service (CNCS).

Specific deadlines, registration for training and technical assistance (in-person and online), and sample materials are posted on the GOSV's website. In general, these are the major steps in each grant cycle:



**Concept Paper Deadline and Submission Requirements:** The deadline for submission is *February 28, 2013, at 5:00 pm EST*. Concept Papers must be submitted via one single emailed PDF document to [julie.mendez@maryland.gov](mailto:julie.mendez@maryland.gov). The Concept Paper must be typed and follow the style format of this document (left justified, one inch margins, Times New Roman (TNR) 12 point font, numbered pages). There are multiple elements of the Concept Paper (cover sheet, narratives, performance management worksheet, budget worksheet, organizational chart, and acknowledgement of terms); this entire packet of information must be submitted as one single PDF attachment. Attach the Concept Paper to an email with this subject line: Concept Paper. Use this naming convention for the single PDF attachment: <Name of Legal Applicant Concept Paper>. Concept Papers received after 5:00 pm on February 28 will not be considered.

**Concept Paper Review Process:** The GOSV will review each Concept Paper and notify the applicant of the outcome of the review via email. Applicants may be invited to submit a full grant application via eGrants. To determine whether or not an applicant should be invited to submit a full grant application, the GOSV review will address these questions:

1. Do the Legal Applicant and the proposed program meet the AmeriCorps funding eligibility guidelines?
2. Does the Concept Paper address one of the national priority funding areas?
3. Does the proposed AmeriCorps program include direct AmeriCorps member service that would lead to identified CNCS performance measure objectives?

4. Does the applicant identify the national performance measure(s) addressed by the AmeriCorps member service?
5. Does the proposal offer a new or expanded service to Maryland citizens?
6. Does the proposal duplicate any existing efforts (funded by AmeriCorps or another source)?
7. Did the applicant fully address all required elements of the Concept Paper?
8. Does the proposal demonstrate an adequate understanding of required AmeriCorps program management and restrictions/prohibited activities?
9. What are the strengths and weaknesses of each element of the Concept Paper?
10. How viable is the proposal, given the GOSV's experience with and knowledge of the AmeriCorps grant-making process?

Pending the outcome of this review, applicants may be invited to submit a full grant application for AmeriCorps State Formula Funding; the full application is due on April 10, 2013 via eGrants (the AmeriCorps online grants management program). Each of these items is equally important in assessing whether or not a Concept Paper applicant will be invited to complete a full grant application in eGrants.

All correspondence concerning this Concept Paper will be conducted via email.

**GOSV Technical Assistance:** For organizations invited to submit full grant applications, the GOSV will provide an introduction to eGrants webinar on March 11, 1:30 – 3:00 pm, along with individual negotiations with each applicant during the grant cycle.

**GOSV Contact for the 2013 Maryland AmeriCorps Concept Paper:** Julie Mendez, GOSV Outreach Coordinator, [julie.mendez@maryland.gov](mailto:julie.mendez@maryland.gov). In general, all questions or correspondence about this document should be sent via email. Use "Concept Paper Question" as the subject line of email correspondence regarding this document.

## NATIONAL PRIORITY FUNDING AREAS

Applicants for AmeriCorps funding must address one of the national service priority funding areas and objectives of the Corporation for National and Community Service (CNCS). The priority issue area is identified on the following page, and programs must provide at least one of the impact objectives listed after the issue area. This is a requirement for AmeriCorps funding, and these priority areas have changed since 2009.

For each of these priority areas, the Corporation has identified specific objectives and, in many cases, standard performance measures that AmeriCorps programs must meet. For extensive

information on CNCS funding goals, performance objectives, strategies, and priority measures, read the CNCS Strategic Plan at [www.nationalservice.gov/pdf/11\\_0203\\_cnsc\\_strategic\\_plan.pdf](http://www.nationalservice.gov/pdf/11_0203_cnsc_strategic_plan.pdf).

1. **Disaster Services:** the CNCS overall goal is to fund programs that build the capacity of national service network organizations to help their states and localities prepare, respond, recover and mitigate disasters, and increase community resiliency.
2. **Economic Opportunity:** the CNCS overall goal is to fund programs that provide, support, and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people.
3. **Education:** the CNCS overall goal is to fund programs that provide, support, and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged people, especially children.
4. **Environmental Stewardship:** the CNCS overall goal is to fund programs that provide direct services that contribute to increased energy and water efficiency, renewable energy use, or improving at-risk ecosystems, and support increased citizen behavioral change leading to increased efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and economically disadvantaged communities.
5. **Healthy Futures:** the CNCS overall goal is to fund programs that provide direct services that enable seniors to remain in their own homes with the same or improved quality of life for as long as possible; increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity; and improve access to primary and preventive health care.
6. **Veterans & Military Families:** the CNCS overall goal is to demonstrate the potential for CNCS-supported, national service interventions to positively impact the quality of life of veterans and improve military family strength.



## **TIMELINE FOR 2013 MARYLAND AMERICORPS STATE FORMULA GRANT PROCESS**

January 1, 2013	Release 2013 Formula Concept Paper Instructions
February 15, 2013	AmeriCorps State Formula Continuation Application Instructions available to invited applicants
February 28, 2013	Maryland AmeriCorps State Formula Grant Concept Paper due to GOSV via email
February 28, 2013	Call for peer reviewers released
March 1, 2013	Optional Formula grant application support call, 10:00 – 11:00 am (continuation applicants)
March 11, 2013	Required technical assistance webinar, 1:30 – 3:00 pm (new invited applicants)
March 22, 2013	AmeriCorps State Formula Continuation Applications due to GOSV in eGrants by 5:00 pm (by invitation only)
March 29, 2013	Peer reviewer applications due to GOSV via email by 5:00 pm
April 1, 2013	Required technical assistance webinar, 11:00 am – 12:00 noon (new invited applicants)
April 10, 2013	AmeriCorps State Formula New Grant Applications due to GOSV in eGrants by 5:00 pm (by invitation only)
April 26, 2013	Peer reviewer orientation; distribute grant review packets
May 17, 2013	Peer review consensus meeting
June 25, 2013	Governor's Commission on Service and Volunteerism meeting and vote on Formula applications**
Summer 2013	CNCS and GOSV negotiations with applicants; revisions due in eGrants as requested
July - October 2013	Distribution of grant award packets; award date varies depending on CNCS funding and award processes; no AmeriCorps member may be enrolled prior to this award date
TBD	Commencement of program operations; date varies depending on CNCS funding and award processes

***\*\*Notification of the commission vote will be made via email. In general, the GOSV does not meet individually with applicants to discuss their submissions or the outcomes of the review processes. However, applicants will receive written feedback on their submissions no later than 90 business days after final decisions are announced.***

## CONCEPT PAPER DEVELOPMENT TIPS

AmeriCorps grant competitions are fierce; each year, there are significantly more applications than available funding will support. It is extremely important that your proposal is thoroughly completed and well-presented. Below are ideas to help you present your project in the best way possible:

- **ASSESS YOUR FIT WITH AMERICORPS:** Be sure that your proposal addresses the national priority funding areas and that you are familiar with AmeriCorps program requirements. Demonstrate this knowledge in your proposal.
- **PAINT A VIVID PICTURE OF YOUR NEED:** Help the reviewers understand who you are, what the needs of your community are, and how AmeriCorps can help better serve Maryland citizens. Provide specific details on your agency, community, programs, partners, etc. Avoid generalities and boilerplate language. There is no room in the Concept Paper for filler language.
- **FOLLOW THE RULES:** Provide the information in the order and format that it is requested. Do not attach any information that is not explicitly required; do not direct the Concept Paper reviewers to refer to web links for further information. No additional information will be considered in the review of your Concept Paper.
- **FOCUS ON YOUR PROPOSAL'S READABILITY:** Present your organization and program ideas in the best possible light so that the reviewers can focus on your content and the needs of your community. One important way to do this is to make your document very easy to read – help the reviewers stay focused on your ideas by presenting a well-written and very polished document. Engage a strong writer and proof reader to complete all elements of the Concept Paper (especially the narratives), and be sure that you have time to carefully check your document for grammar, spelling, etc. prior to submission. Avoid overusing acronyms and write the Concept Paper for a broad audience of readers who are not familiar with your organization or the community you serve.
- **DO YOUR RESEARCH:** Be sure to make use of the resources you have to learn about AmeriCorps and develop a strong proposal. Find these at [GOSV.maryland.gov](https://gostv.maryland.gov) (Available Funding tab) and [www.nationalservice.gov](https://www.nationalservice.gov) (For Organizations tab). You can also find all kinds of information on performance management, fiscal oversight, and more at the National Service Resource Center ([www.nationalserviceresources.org](https://www.nationalserviceresources.org)).

## **ADDITIONAL REFERENCES**

In addition to the resources noted on the previous page, it will be very important for your organization to make sure you are aware of and in alignment with the program and financial management requirements for AmeriCorps funds. You should be sure to read all the current grant year Provisions at [www.americorps.gov](http://www.americorps.gov), Manage Current Grants and Programs link at [www.americorps.gov/for\\_organizations/manage](http://www.americorps.gov/for_organizations/manage).

And you can find a link to all AmeriCorps Regulations online at [www.gpoaccess.gov/ecfr](http://www.gpoaccess.gov/ecfr).

You may also find the federal Notice of Funding Opportunity and full 2013 grant application instructions at [www.nationalservice.gov](http://www.nationalservice.gov).

# MARYLAND AMERICORPS CONCEPT PAPER OUTLINE

The deadline for submission is **February 28, 2013, at 5:00 pm EST**. Applications must be submitted via one single emailed PDF document to [julie.mendez@maryland.gov](mailto:julie.mendez@maryland.gov). The Concept Paper must be typed and follow the style format of this document (left justified, one inch margins, TNR 12 point font, numbered pages). Attach the Concept Paper to an email with this subject line: Concept Paper. Use this naming convention for the single PDF attachment: <Name of Legal Applicant Concept Paper>. Late Concept Papers will not be considered.

Type your answers directly into the Concept Paper outline. Do not delete the original outline, questions, etc. You may find a Word document (version 1997 – 2003) with the Concept Paper elements (I – VI) at [GOSV.maryland.gov](http://GOSV.maryland.gov). Pages limits are indicated at each element below.

## I. MARYLAND AMERICORPS CONCEPT PAPER COVER SHEET (1 page limit)

<b>Name of Legal Applicant (organization, parent company, etc.)</b>	
<b>Address</b>	
<b>Website</b>	
<b>Executive Director</b>	
<b>Executive Director Phone</b>	
<b>Executive Director Email</b>	
<b>Contact for Concept Paper Review Process (if different than above)</b>	
<b>Contact Phone</b>	
<b>Contact Email</b>	
<b>Federal Identification Number/EIN</b>	
<b>DUNS Number</b>	
<b>SAM Registration</b> (Specify Expiration Date)	
<b>Areas Affected by the Project</b> (Provide name of specific city, county, or region, or identify project as state-wide)	
<b>Delinquent on Any Federal Debt</b>	Yes/No
	If yes, provide an explanation:
<b>Name of Proposed AmeriCorps Program (if different than Legal Applicant)</b>	
<b>Identify <u>Primary</u> National Priority Area Addressed in Proposal</b> (listed on pages 7 – 8 above; select only one issue area)	

## **II. NARRATIVES (4 page limit – includes outline)**

**A. Community Need/Problem:** On what community problem(s) will you be working? What is the target community you will serve? Provide a brief summary of specific evidence to support the need for your proposed AmeriCorps program.

**B. AmeriCorps Member Service/Solution:** Describe the structure of the proposed AmeriCorps program. Explain how this program will offer a new or expanded solution to the identified community problem. Include details on the number of AmeriCorps member positions requested, the locations of the members' service, and the types of direct services to be performed. Be sure to explain the connection between the community need identified in the section above and the members' direct service.

**C. Program Management:** Describe how the legal applicant will oversee an effective program. Describe how AmeriCorps members will be recruited, selected, trained, and supervised throughout their terms of service. Describe how the program will ensure that it operates in accordance with all AmeriCorps regulations. If applicable, identify service sites, and describe site supervisor training and monitoring plan.

**D. Organizational Capability:** Provide a description of the legal applicant's institutional capacity to operate or coordinate a program comparable to that proposed. Include the agency's budget total, number of staff, and brief descriptions of agency programs and operations. Describe the plan to raise the required matching funds for the AmeriCorps grant, and list the partner organizations that will be involved with the program.

**E. Organizational Track Record:** Briefly describe your expertise and accomplishment in the program activities you propose for the AmeriCorps program.

Have you ever received support from the Corporation for National and Community Service (CNCS)? Support is defined as a direct grant or placement of AmeriCorps members. If so, please specify the date(s) received, type, and amount of support (e.g. grant amount, number of VISTA placements). If you currently receive funding, what percentage of your total budget comes from CNCS?

For any type of current AmeriCorps grantee, sub-grantee, or service site (of the GOSV, National, etc.), provide a summary of your program results to date. Specifically, provide the total number of AmeriCorps members you have managed (in and/or outside of Maryland), the number of citizens you have served, and the number of service sites you have worked with since your program's inception (in and/or outside of Maryland). In addition, provide a brief description of your measurable outcomes to date that answer this question: what has changed as a result of your work? It will be most important to reflect significant community impact here (i.e. do not provide a list of activities or outputs without any indication of significant change in the community or target population).

### III. PERFORMANCE MANAGEMENT WORKSHEET (3 page limit – includes outline)

AmeriCorps members and programs must produce measurable and tangible results to address community problems within the program or grant year. In the worksheet below, provide a summary of the primary outcome of the AmeriCorps member service you described in your narrative. This information should provide a clear link to the community need and AmeriCorps member direct service described in the narrative.

<b>PERFORMANCE MANAGEMENT WORKSHEET</b>
Type your answers into the blank row following each question. This completed worksheet must not exceed three pages; the three page limit includes the outline/instructions below. Do not delete the outline/instructions. Maintain TNR 12 point font throughout the document.
<b><u>Primary</u> Service Activity of AmeriCorps Members</b>
What is the ONE major focus of effort for the AmeriCorps member positions you are requesting (e.g. tutoring, environmental education, <i>or</i> delivering meals)?
<b>Program Design</b>
What is the title of the requested AmeriCorps member positions?
How many AmeriCorps members would be participating in this activity?
How many days per week (on average) would this activity occur?
How many hours per day (on average) would this activity occur?
What is the proposed start date for this activity?
What is the proposed end date for this activity?
Who are the clients/recipients of the AmeriCorps member service (e.g. senior citizens at Hampden Senior Center, fifth grade students at Rockledge Elementary School)? How many clients would be served? For the number of clients served, provide a specific number or range.

<b>Program Logic Model</b>
What are your <u>inputs</u> ? Inputs are the resources and materials you will use to provide your activities (e.g. number of AmeriCorps members and number of service sites or communities where the work will occur).
What are your <u>outputs</u> ? Outputs are the amount of activity provided, described in quantifiable terms (e.g. 25 students tutored each semester, 500 students educated on environmental stewardship, 3,000 meals delivered to homebound seniors).
What are the <u>outcomes</u> of your <b>PRIMARY</b> service activity? Outcomes are characteristics of recipients/beneficiaries of service that are expected to change as a result of the AmeriCorps members' service activity. Short-term outcomes are changes in awareness or knowledge (e.g. improved reading skills, increased awareness of environmental issues); long-term outcomes are changes in behavior, global changes, or community impacts (e.g., increased high school graduation rates as a result of improved academic skills or stronger communities as a result of long-time residents staying in their homes). You must provide at least one outcome of your primary service activity that is achievable and measurable within the AmeriCorps grant year.
<b>Program Performance Measurement</b>
What evaluation tools would you use to measure the results of the member service?
When would the evaluation tools be administered to the program participants (i.e. AmeriCorps members, clients of services, site partners)?
Who would create and administer the evaluation tools, and then collect and analyze the data? Identify by name, job title, and organization (if different than Legal Applicant for the Concept Paper).

#### IV. BUDGET WORKSHEET (2 page limit – includes outline)

Complete the following simplified worksheet to illustrate the funding necessary to complete your proposed AmeriCorps program. You do not need to provide line item detail in this worksheet; simply estimate the amount of federal AmeriCorps funds you would request and the amount of matching funds you would commit should you be invited to submit a full AmeriCorps grant application. Be sure to carefully check your math on each row and in your total columns. Note that there is a minimum requirement of 10 MSYs (i.e. 10 positions that are identified as full-time, or 1,700 hours, for the term of one program year). The maximum allowable amount of federal AmeriCorps funds requested per MSY is \$13,300 in 2013.

#### AMERICORPS CONCEPT PAPER BUDGET WORKSHEET

<b>SECTION I: PROGRAM OPERATING COSTS</b>			
<b>Budget Item</b>	<b>AmeriCorps Funds Requested</b>	<b>Match Funds Proposed</b>	<b>Total Budget Proposed</b>
Personnel – salary, fringe			
Staff travel			
AmeriCorps member training			
Evaluation			
Program support (office supplies, printing, etc.)			
Sub-total Section I	\$	\$	\$
<b>SECTION II: MEMBER COSTS</b>			
<b>Living Allowance Amount and Number of Members Requested:</b>	<b>AmeriCorps Funds Requested</b>	<b>Match Funds Proposed</b>	<b>Total Budget Proposed</b>
Full-time (1,700 hours/year) = 1 MSY  Provide amount of living allowance x number of members			
Half-time (900 hours/year) = .5 MSY  Provide amount of			



living allowance x number of members			
Other: identify type of position  Provide amount of living allowance x number of members			
Sub-total Section II	\$	\$	\$
<b>SECTION III: INDIRECT COSTS</b>			
	<b>AmeriCorps Funds Requested</b>	<b>Match Funds Proposed</b>	<b>Total Budget Proposed</b>
<i>Limit AmeriCorps Funds to 5% of Total Budget</i>			
<b>TOTAL ALL SECTIONS</b>	\$	\$  <b>Match must be at least 24% of total.</b>	\$

<b>COST PER MSY</b>	<p>\$</p> <p><b>Cost Per MSY = Total AmeriCorps Funds Requested Divided by Total MSYs Requested</b></p> <p><i>Do not exceed maximum allowable cost per MSY.</i></p>
---------------------	---

<b>SOURCE OF MATCH FUNDS PROPOSED</b>	<b>AMOUNT AND TYPE OF MATCH:</b>
	<b>GOVERNMENT, PRIVATE GIVING, PRIVATE FOUNDATION, CORPORATE, OTHER (SPECIFY)</b>
<i>Example:</i> ABC Foundation	\$15,000 Private Foundation
<b>TOTAL MATCH</b>	<p>\$</p> <p><b>Amount here must be the same as Total Match Funds Proposed above.</b></p>

## **V. ORGANIZATIONAL CHART (1 page limit)**

Attach a one-page organizational chart that includes the job title and first and last names of all staff who will be involved with the proposed AmeriCorps program. Be sure that your chart indicates the Legal Applicant's organizational structure in its entirety and that it includes the placement of the AmeriCorps program staff within that structure. Provide a clear title or header on the document that identifies it as an element of the 2013 Maryland AmeriCorps Concept Paper.

## **VI. ACKNOWLEDGEMENT OF TERMS (1 page limit)**

Submit this list of acknowledgements along with the signature as part of the Concept Paper PDF email by the deadline.

With the submission of the AmeriCorps Concept Paper, I understand that:

- the Concept Paper serves two functions: (1) it is a planning tool to help organizations explore several key AmeriCorps program elements without the burden of submitting a full application online (which requires a minimum of 40 staff hours); and (2) it is a screening tool for the GOSV to use to quickly assess the viability of applicants for AmeriCorps program funding competition;
- the GOSV's review criteria are published in the Concept Paper instructions;
- details on national AmeriCorps funding priorities and program requirements are published online ([www.nationalservice.gov](http://www.nationalservice.gov));
- a summary of all applicants will be published on the GOSV's website and distributed to funders and other stakeholders following the announcement of final decisions; this summary will include the name and address of the legal applicant and a brief description of the proposed AmeriCorps program;
- the submission of a Concept Paper does not guarantee that the applicant will be invited to submit a full grant application;
- the submission of a Concept Paper or grant application does not guarantee that the applicant will receive funding;
- the GOSV will correspond with the identified Concept Paper Contact via email;
- the Concept Paper review decisions are final;
- the GOSV staff, in general, do not schedule one-on-one meetings with applicants regarding their submissions (prior to submission or after the final decisions have been announced);
- the GOSV will provide a brief summary of the application's strengths and challenges no later than 90 business days following the announcement of the final Concept Paper review decisions.

I understand and agree to these terms:

---

Signature of Legal Applicant Contact or Executive Director/Date